

APPENDIX D: Information and Protocol for Survey Teams

General Overview of Project

1. Know why the study is being conducted and the study objectives
2. Review overview of sampling design

General Survey Information

Survey Teams – teams of two; female interviewers will in most cases be teamed with male interviewers when safety concerns are an issue at some sites.

Sampling Schedule - generally 4 week days and 5 weekend days assigned per month. Monthly schedules will be e-mailed to samplers a week in advance of the first of the month. Assignments that need to be rescheduled should be rescheduled during the same week (week day for a week day, weekend day for a weekend day) or for the same day of the week within the same month. Notice of rescheduled assignments will be given to the schedule coordinator.

Survey Equipment - Each interview team will take the following items on the survey trip:

- 1) this information and protocol document.;
- 2) study description cards with phone number of person responsible for the project;
- 3) data forms (census forms and questionnaires in English and Spanish);
- 4) detailed watershed maps and directions to sites;
- 4) driver's license;
- 5) fish identification aids appropriate for each fishing area surveyed with scientific names and English and Spanish common names;
- 6) balsa wood model of a fish fillet of 227g (8 oz; the standard size of a fish meal, USEPA 2000);
- 7) tide chart;
- 8) pencils, pens, and clipboards.
- 9) Ziploc plastic freezer bags (quart), small ice chest with ice – to hold confusing fish or invertebrate specimens for final identification at the lab;
- 10) optional (at least one team member) -- digital or expendable camera for taking photos of sites and side views of fish specimens for later identification – digital camera can be checked out from SCCWRP;
- 11) cell phone (personal) – for contacting SCCWRP with questions or checking in or out of sites, and for safety (emergency calls, car towing) – SCCWRP will reimburse for work-related calls;
- 12) additional safety equipment – air horns, pepper spray, mosquito repellent (with DEET), and first aid kit;

SCCWRP Contact Persons – please keep a copy of this with you in the field

<u>Sampler</u>	<u>E-mail</u>	<u>Phone</u>
Erica XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Greg XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Dawn XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Jesus XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Tom XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Darrin XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Junice XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Ryan XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Heather XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Michelle XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Ben XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Anthony XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX
Lisa XXXX	XXXX@XXXXXXXXXX	XXXXXXXXXX

In case of emergency, dial “911”. If you need to notify someone concerning equipment damage or minor injuries, call Jim Allen or Dario Diehl at the number below.

<u>Name</u>	<u>Role</u>	<u>Phone</u>
Jim Allen	Project Director	xxx/xxx-xxxx (office) xxx/xxx-xxxx (home)
Dario Diehl	Safety Officer	xxx/xxx-xxxx (office) xxx/xxx-xxxx (cell) xxx/xxx-xxxx (home)

Survey Hours

Keep track of time spent in field (time of departure and return) and report on SCCWRP timecard.

Expenses

Keep track of mileage for reimbursement by SCCWRP
 Save receipts for other expenses such as parking fees
 Report these on SCCWRP Expense Form

Conduct of Survey

Note: Most survey days (8 hr during daylight) have one site in morning and one in afternoon. Each site should be visited for 4 hours, 1 hour for censusing and 3 hr for conducting interviews. The other hour should be used for drive time. If three sites are assigned, spend most time at lake or reservoir sites (3 hr) where most fishers occur.

Mobilization for Survey

Day before survey

- Get necessary survey and safety equipment
- Organize forms as necessary (e.g., fish pictures appropriate for fishing areas)
- Contact assigned team member to schedule meeting time/place, etc.

Day of Survey

- Dress appropriately (weather, location, etc.)
- Take lunch, water, sun block, etc.

Overview of Survey Day

1. Survey team members meet at SCCWRP or one of the survey member's home as appropriate (note start time of work and mileage).
2. Drive from SCCWRP or team member's home (depending on site) to assigned morning site.
3. Conduct censuses and interviews at morning site(s)
 - a. census all access points visited.
 - b. conduct interview surveys where possible.
 - c. if interviews cannot be conducted at an access point, go to other access points for that site.
 - d. if censusing is complete at all access points and you have time to visit another site in the area, please census and conduct interviews at the nearest sampling site, giving priority to a contract-requested site where necessary.
 - e. take pictures of site and provide a small description on the census form of photos taken at the site.
 - f. complete forms at site before leaving to next site.
4. Drive to assigned afternoon site(s).
5. Conduct censuses and interviews as at morning site(s).
 - a. complete forms at site before leaving site
 - b. If no third assigned site,
 - 1) call SCCWRP contact when survey is complete to give update
 - 2) drive to SCCWRP or home as appropriate
 - c. If there is a third assigned site,
 - 1).drive to site
 - 2) conduct censuses and interviews
 - 3).complete forms at site before leaving
 - 4).call SCCWRP contact when survey is complete to give update
 - d. drive back to SCCWRP or home (note arrival time and mileage)
6. Data forms
 - a. Put all data forms from each survey day in a different manila folder labeled with date of survey, site of survey, and survey team.
 - b. Return all data forms collected during the week to SCCWRP by the first Monday following the surveys